Gazette No. 3 dated 17th January 1956

PART I.

Proceedings

(EDUCATION DEPARTMENT—EDUCATION MISCELLANEOUS SECTION.)

Trivandrum Public Library—Revised rules regarding constitution and working of the Trivandrum Public Library.

Read:—Correspondence resting with letter No. 1/Misc./55 dated 15-9-1955 from the Convener, Trivandrum Public Library regarding rules of the Trivandrum Public Library.

ORDER No. R. DIS. 500/56/EHL. DATED 4-1-1956.

Government are pleased to issue the following (*vide* Appendix) revised rules regarding the constitution and working of the Trivandrum Public Library.

By order of His Highness
the Raj Pramukh,
K. VELAYUDHAN,
Assistant Secretary to Government.

APPENDIX.

REVISED CONSTITUTION AND RULES OF THE TRIVANDRUM PUBLIC LIBRARY.

Constitution.

1. The name of the Library shall be "THE TRIVANDRUM PUBLIC LIBRARY".

2. The object of the Library is the diffusion of knowledge and it is intended primarily for the benefit of the people of Travancore-Cochin.

3. The property of the Library belongs to the Government of Travancore-Cochin, having been vested in the said Government with the aforesaid object and intention.

4. The Government of Travancore-Cochin may make such rules regarding the management of the Library as may appear necessary or desirable, and may introduce, amend or rescind such rules with or without notice.

RULES

The Committee.

5. The managing body of the Library shall be a Committee known as the "Trivandrum Public Library Committee".

6. The Committee shall be appointed by Government and shall hold office for three years. Any member is eligible for re-appointment.

7. Members of the Committee who wish to resign their appointments should intimate the fact to the Convener in writing.

8. Vacancies in the Committee shall be reported by the Convener to Government who shall take the necessary steps to have them filled up.

9. The Committee shall consist of 12 members nominated by Government with the Minister for Education as President. There shall be a Librarian appointed by Government who will be the Convener of the Committee.

10. Members of the Committee shall ordinarily be persons resident in the city of Trivandrum.

11. The Committee shall have power to frame and to rescind such bye-laws as they find necessary for the proper working of the Library; provided such bye-laws are not in contravention of these rules and are introduced with the approval of Government.

12. The Committee shall meet at least once during every quarter and at such other times as the Convener may find necessary for the transaction of business. Five members shall form a quorum. But the Convener shall call a meeting of the Committee within one week of the receipt of a written requisition signed by at least two members of Committee.

13. Any member of the Committee other than Ex-officio members who leaves Trivandrum permanently or who fails to attend two consecutive meetings of the Committee without reasonable excuse may be declared by Government to have vacated his seat.

14. In the event of the Committee wishing to ascertain the opinions of the members of the library with regard to any question of general importance, the Committee may summon a meeting of the members for the purpose by posting up a notice to that effect in the Library. Seven clear days' notice of such meeting shall be given.

15. The employees attached to the Library shall be under the orders of the Convener.

16. The correspondence of the Committee shall be carried on by the Convener.

Members' Rights and Liabilities.

17. Persons desiring to use the Library may become either members, subscribers or readers. Only persons residing in Travancore-Cochin may use the Library. Applications for admission as members, subscribers or readers should be addressed to the Convener in the prescribed form. All applications for admission shall be recommended by a member of the Library. Readers may be admitted by the Convener. Applications from students of Colleges and High Schools will be recommended by the respective beads of the institutions to which they belong. No student shall be admitted as a member, who has not attained eighteen years of age.

18. There shall be two classes of members.

(i) "A" Class members of the Library shall pay a monthly subscription of Rs. (2) two. But they may, at any time compound their subscription by an advance payment of Rs. (20) twenty for twelve months or Rs. (10-8-0) ten and annas eight for six months.

(ii) "B" class members of the Library shall pay a monthly subscription of Re. (1) one. But they may at any time, compound their subscription by an advance payment of Rs. (10) ten for twelve months Rs. (5-8-0) five and annas eight for six months.

19. Members shall deposit Rs. 10 (ten) only before taking out books from the Library. The balance of the deposit after deducting all dues to the Library will be returned to the member when he ceases to be such.

20. Subscribers to the Library shall pay a monthly subscription of eight annas or four annas according to number of books they borrow at one time. Four anna subscribers shall deposit Rs. (2) two and eight anna subscribers Rs. (3) three, before taking out books from the Library. The balance of deposit after deducting all dues to the Library will be returned to the subscriber when he ceases to be such.

21. The admission of members, subscribers and readers will be made by the Convener.

22. The privileges of "A" class members are as follows :—

(a) The use of the Members' Reading and Writing Room.

(b) The loan, at any one time, of any nine volumes from the Library stock, of which not more than two shall be new.

(c) The right to vote at any meeting summoned by the Committee.

(d) The use on the premises of any book in the Library.

23. The privileges of "B" class members are as follows :—

(a) The use of the Members' Reading and Writing Room.

(b) The loan, at any one time, of four volumes from the Library stock of which not more than one shall be new.

(c) The use on the premises of any book in the Library.

24. The rights of subscribers are as follows:—

(a) The use of the General Reading Room.

(b) The loan at one time of any one or two volumes from the general stock of the Library, or one or two such newspapers and periodicals as may be decided by the Convener according as their subscription is four annas or eight annas respectively.

(c) The use on the premises of any book in the Library, new books excepted.

25. Readers are persons who are at liberty to enter and use the General Reading Room and, with the permission of the Librarian or the Assistant Librarian, to consult in the General Reading Room any book in the Library excluding new books. Every Reader is required to sign his name on entering the Library, in a register kept for the purpose.

The Convener, the President or the members of the Committee may admit persons not ordinarily resident in Trivandrum to the temporary use of the Members' Room.

26. Subscription for each month shall be payable in advance.

27. Every member or subscriber who desires to withdraw from the Library shall signify his intention to the Librarian in writing. His resignation shall not take effect until he has returned all books outstanding in his name and paid all moneys due to the Library. His subscription shall cease on the expiration of the month in which his resignation takes effect.

28. If a member leaves Travancore-Cochin for three months or longer, he shall be liable to no subscription during his absence for a period not exceeding three years provided he gives notice in writing to the Convener and pays all outstanding dues and returns all library books in his possession before his departure.

29. On any member or subscriber falling three months in arrears of subscri tion or failing to pay any sum declared by the Convener to be due from him to the Library under any rule, the Librarian shall send a letter by registered post to his last known address, and if, within fifteen days, or if he be out of Travancore-Cochin, within sixty days of the date of posting, the sum due including the registration charges be not paid in full, his name shall be struck off the rolls of members or subscribers as the case may be, and the amount duly recovered.

30. The Committee shall have power to remove from the rolls any member, subscriber, or reader who, in their opinion wilfully damages any property of the Library or breaks any rule or does any act calculated to be prejudicial to the Library, its interests or its usefulness.

31. Any member, subscriber or reader whose name is struck off the rolls shall not be re-admitted to the privileges of the Library except by the sanction of the Committee.

32. The Convener shall have power to suspend any Reader for an offence under Rule 28, pending the decision of the Committee.

33. Any member, subscriber or reader, who shal lose, deface or otherwise injure any book or other property of the Library shall pay such sum as the Convener may consider necessary to make good such loss, defacement or injury. Books retained for more than 3 months shall be considered to be lost if not returned within 15 days after the registered notice demanding their return has been posted. Notice charges are also recoverable from such members and subscribers.

34. The subscription of a member of class "A" entitles him to nominate one *bonafide* member of his family residing with and wholly dependent on him. The nominee will be entitled to the use of the Members' Reading Room, without having to pay any subscription provided (1) that the name is submitted to and approved by the Convener, and (2) that no one will be eligible for nomination who is below the age of 18. The nominee will cease to be entitled to the use of the Members' Room when the Member, who is nominating him, has ceased to be a Member by resignation, temporary withdrawal, removal, transfer of Membership etc.

35. The Book Rooms of the Library shall be open daily from 8. 30 A. M. to 11. 30. A. M. and from 3 P. M. to 6 P. M. (except on Sundays). The Reading Rooms shall be open daily from 8 A. M. to 8. 30. P. M. The institution may be entirely or partially closed on any day or portions of days that the Committee may announce. With regard to special holidays ordered by the Government the Convener may take necessary steps without reference to the Committee.

36. No person, who is intoxicated, disorderly, uncleanly or suffering from any infectious disease, or who is not properly or decently dressed, shall be permitted to enter the library or its premises.

37. No dogs are allowed on the premises of the Library and any member, subscriber or reader bringing a dog into the library shall be liable to a penalty of Re. 1 for each such offence.

38. Noise, smoking, chewing betel, loud conversation or other acts which cause disturbances or annoyance are not permitted in the Library, and any person infringing this rule may be requested by the Librarian, or any member of the staff acting for him, to immediately leave the Library premises. Failure to comply with a request made under this rule will involve forfeiture of membership, subscribership or readership as the case may be.

39. Privileges of members or subscribers are not in any manner transferable.

40. Members and subscribers shall furnish their business or official and residential addresses, when required to do so, and in the case of students, the address of their parents or guardians.

They shall notify to the librarian all changes in their addresses. Any member or subscriber failing to comply with this rule shall forfeit his claim to the use of the Library.

41. Members or subscribers shall not keep new books for more than 10 days. Other books may be kept by members or subscribers for a period of 30 days. It shall, however, be competent for the Convener at any time to call upon any member or subscriber to return any book or books in his possession. Such books shall be returned to the Library by the member or subscriber within three days of the receipt of intimation. The Committee may, in their discretion, strike off the rolls the name of any member or subscriber who fails to return within three days a book or books for which such intimation has been issued.

42. Members and subscribers who retain any book or books borrowed from the library for more than two months shall not be permitted to borrow any more books from the Library until the overdue books are returned.

43. Members, subscribers or readers borrowing books from the Library shall fill up a voucher in the prescribed form which shall be kept in the library until the books are returned when the voucher will be given back. Members of the library staff cannot be required to fill up voucher forms. The fact that a voucher is still with the library shall be considered sufficient proof that the books entered in it have not been returned. Temporary receipt will, however be granted immediately on return of books.

44. The first applicant for any book whether member or subscriber has a prior claim to it but this right expires if not enforced within 48 hours after the book has been returned to the Library.

45. No member or subscriber who has not paid up his subscription before the 15th of each month may borrow books from the Library.

46. The Committee may make provisions for the following :—

(a) New books, that is, books that have been in stock for less than six weeks.

(b) Reference, old rare and costly books.

(c) General stock books.

(d) Newspapers.

(e) Periodicals.

New books may be placed at the discretion of the Convener, on reserved bookshelves in the Book Room.

Reference, old, rare and costly books shall not be taken out of the library without the permission in writing of the Convener.

Periodicals and Newspapers shall be retained in the Members' Room until the receipt of the next issue when they shall be placed in the General Reading Room.

Periodicals shall remain in the Members' Room until the receipt of the next number. They shall then be issued to such members as may wish to see them as books. Such periodicals as the committee may from time to time agree upon shall subsequently be placed in the General Reading Room.

47. A book shall be kept in the Library in which members or subscribers may enter the name of any book, magazine or other periodicals which they wish to add to the Library.

48. All complaints in connection with the Library shall be made in writing to the Convener.

49. In any discussion that may arise as to the interpretation of any Rule or Bye-law of the Library the decision shall lie with the Convener but the person or persons concerned can appeal to the Committee whose decision shall be final. In the case of such appeal the Convener's decision shall have temporary force.

50. In any matter which may arise which is not provided for any Rule or Bye-law the decision shall lie with the Convener but the person or persons affected can appeal to the Committee whose decision shall be final. In the case of such appeal the Convener's decision shall have temporary force. No new Rule can, however, be enforced without the approval of the Government.
